

**TOWN OF NEWINGTON**

<b>TITLE:</b>	<b>Account Clerk II</b>	<b>GRADE:</b>	<b>C-10</b>
<b>DEPARTMENT:</b>	<b>Finance</b>	<b>DATE:</b>	<b>Council Adopted 5/13/08</b>

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**POSITION DESCRIPTION:**

Under general supervision from a designated supervisor, performs clerical accounting work of some complexity and variety in one or more of the functional areas of accounts payable, general accounting, and/or payroll; performs general office clerical work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans and organizes work according to established or standard office procedures.
- Performs calculating, posting, and verifying duties in processing financial data for application in accounts payable, accounts receivable, and/or payroll system.
- Reviews bills submitted by vendors for payment, verifies bills and initiates procedure for issuing checks.
- Reviews printed checks, verifies, and mails checks to vendors.
- Receives revenue from departments, state, or federal agencies, and directly from the public. Records, and posts revenue received into automated financial system.
- Prepares and processes payroll information of a confidential nature.
- Maintain tables and functions for automated payroll programs.
- Enters or sets up payroll information for entry into automated system.
- Receives payroll information from employees and/or departments.
- Checks and verifies hourly rates, overtime payments, and workers compensation benefits.
- Revises for deductions, garnishments or other attachments.
- Compares computer prepared data against source documents for accuracy and processes paychecks.
- Maintains employee leave accruals and records.
- Prepares and verifies quarterly (941) and yearly (W-2; 1099) reporting documents and files with appropriate government agencies.
- Prepares bank deposit forms.
- Enters and retrieves information through an automated financial system.
- Prepares statistical information of some complexity for supervisor.
- Sets up and maintains office files and records as needed.
- Types reports, correspondence, and performs related clerical work.
- Operates computer terminal, calculator, typewriter, and other office equipment.
- Receives oral or written instructions from supervisor and reports work accomplished to supervisor.

**ADDITIONAL JOB FUNCTIONS:**

- Orders office supplies
- Assists with record retention
- Maintains records for various accounts receivable functions.
- May perform additional tasks and duties as requested.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of clerical level accounting in the areas of accounts payable, payroll and general accounting.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form.
- Ability to make mathematical calculations including pro rated calculations.
- Ability to enter, retrieve, and verify data on an automated financial system.
- Ability to type to the Town's specification.
- Ability to deal effectively with town staff and the public.
- Ability to maintain complex records and files.
- Knowledge of word processing and spreadsheet software applications.

**REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:**

- Works in office setting subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 5' from the floor.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

**REQUIRED MINIMUM QUALIFICATIONS:**

The skills and knowledge required would generally be acquired with:

- a high school education with course work in Bookkeeping or Commercial Arithmetic, and
- two years of responsible clerical accounting experience.

**LICENSE OR CERTIFICATE:**

Not Applicable.

*Note: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.*

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date